

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Regular Study Session
Monday, December 04, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, December 04, 2017** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Rhett Tauber, Esq. Town Attorney; and Kathy DeGuilio-Fox, Redevelopment Director were present.

Additionally present: Ed Dabrowski, Contract Information Technology Consultant was additionally present.

Guests present: Thomas Crowel, Jr., Crowel Insurance Agency, Inc., was also present.

General Substance of Matters Discussed or Proposed

1. **Briefing for the Casualty, Property and Related Insurance Lines, Thomas Crowel of Crowel Insurance.** Mr. Crowel presented his proposal for the property, casualty and related insurance lines as well as crime insurance for the Town for 2018. Mr. Crowel discussed the coverage with the Town Council. It was noted that the overall premiums had increased over the previous year by five percent (5%).

The Town Council President indicated that the matter could be placed on the agenda for December 11 for the Town Council's consideration.

2. **Discuss amendment to HMC Section 18.90.030(C) (1) regarding the prohibition on reconstruction of structures devoted to a use not permitted by the zoning code in the district in which it is located.** The Town Council discussed its willingness to consider a change to this provision in the recently adopted zoning code. It was noted that the Town Attorney was monitoring the process, noting that the matter required action by the Plan Commission first, including conducting a public hearing, before the Town Council could consider it.
3. **State Board of Accounts External Audits and Exit Conference.** The Clerk-Treasurer reported that the external audit covering the years 2013 through 2016 was underway. The external audits were being conducted in an accelerated manner to meet a year-end deadline urged by Standard and Poors, for its Indiana municipalities that have outstanding debt rated by it. The State Board of Accounts was moving these audits along to avert any possible downgrade of debt rating, threatened by Standard & Poors.

The Clerk-Treasurer further reported that the audit was scheduled to conclude such that an exit conference with the proper officials was tentatively slated for Friday December 15. The Town Council President designated Councilor Mark Herak to attend in his stead as the President could not attend during the day.

Scrivener's note: Following this meeting, the date was changed to Wednesday, December 13, at 3:00 p.m. Councilor Herak was still to stand in as the Town Council President's designee.

4. *Discuss the likely matters for the meeting on December 11, 2017.* The Clerk-Treasurer and the Town Council reviewed the matters likely to be taken up at the forthcoming plenary business meeting of December 11, 2017.
5. **Special Action for Patrol Officer John Swisher.** It was noted that at the prior study session of November 20, 2017, the Police Chief explained that John Fisher, who was absent on a workers compensation disability leave, had vacation time earned in 2016 for 2017 that he desired to protect somehow for future compensation to Officer Swisher. The Police Chief noted that current language in the compensation and benefits ordinance, is unclear or would not allow what the Police Chief sought for the worker who was on Workers Compensation leave.

Further at the meeting of November 20, the Town Council President, without objection from the Town Council, instructed the Chief to clarify what he needed and a special action or exception for Patrol Officer John Swisher would be taken.

The Clerk-Treasurer explained that the current policy of the Town provides that after 52 weeks, the supplement salary payment that brings a worker up to 100% salary would end, in this instance on December 10. It was noted that the medical benefit could extend beyond that time by operation of the policy and law. However, part of the request for a special payment for Officer Swisher would not leave any paid time available. So, the Office of the Clerk-Treasurer and the Police Chief would be meeting to make sure there is complete understanding of what is being sought.

6. *General Wage Increase for FY 2018.* The Town Council explored whether any general increase could be granted to the workforce for FY 2018. The Clerk-Treasurer and the Budget Chair reminded that the FY 2018 budget was adopted as balanced and there was no surplus discerned. It was further noted that the Town Council has sole authority to fix compensation, and it could provide increase to the base pay. However, any increase would have to be confined to the adopted budget.

The Clerk-Treasurer reminded the Town Council that the Department of Local Government Finance would report a preliminary 1782 Notice, from which the state based revenues would be fixed. Further the final budget order would be provided by February 15. The Clerk-Treasurer would report back at that time any surplus that may be discerned.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 04, 2017**, was adjourned at 7:30 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer